

## EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X 2 cys. w/o att		
3	EXDIR	X w/att			
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG	X w/att			
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/DIS				
20	C/Audit/S	X w/att			
21					
22					
SUSPENSE		13 June Date			

Remark:

Suspense date for EXDIR response.

D/ Executive Secretary  
6 June 83

Date

3307 (10-81)

STAT

Executive Registry
83-0963/2

ATT DDA-83-0451/4  
CR-83-0963/2

6 June 1983

MEMORANDUM FOR: Executive Director

FROM: Deputy Director of Central Intelligence

SUBJECT: Efficiency Measures within the Agency

1. The Director is anxious that the CIA have an ongoing effort to ensure efficient and effective use of its resources. He would like to have a statement covering the measures that have been taken within the past two years to adopt efficiency measures within the Agency and to reduce waste or unnecessary duplication wherever possible.

2. He also wants an awareness of such a program to be adopted as a standard routine during the course of IG and Audit reviews so that as a measure of our normal procedures we constantly seek the most efficient way of conducting our business.

3. By this memorandum I task the IG and Audit Staff to please do so.

STAT

John N. McMahon

STAT

cc Inspector General  
Audit Staff



R-107